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Questions for the Director's Luncheon  
27 September 1979

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1. Compressed work week. What's happened to it? Will it be implemented? When?
2. Fitness Report vs Performance Appraisal Report. Is this a paperwork change or will there be real differences? What are these differences?
3. Parking fees. Why the difference between [redacted] and the Headquarters fee? Is it fair? How did they arrive at the rate? What will the revenues be used for? Keeping the area clean? Keeping all the gates open so we don't have to drive into areas of broken pavement? STAT  
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4. [redacted]
5. Overtime. Some of the lower grades need to earn extra money to survive here. Is there now, or will there be any opportunity for working over-time?
6. Does OIA have a rotational assignment within NFAC for clerical employees? If so, what is its performance and how does one apply for the assignment? If not, has that possibility been explored for clericals to maintain their clerical flexibility?
7. Only one AOP position is available in OIA. Should applicants in OIA who were not selected apply again? Is there another similar position for which the individual may be considered?
8. What is OIA's incentive to clericals in the scope of upward mobility?
9. What is the standard waiting period from each grade promotion? How soon after entering OIA will an individual be eligible for promotion from one grade to another?
10. Is there a list of items from which a clerical/professional is judged for promotional purposes? If so, what are they?
11. Does an employee have access to his comparative ranking categories? Is it policy to question your ranking and find out what was used to arrive at that ranking?
12. Is a copy of the career development program available for all employees?

13. What has been the educational background for OIA clerical personnel who have been converted to professional status?
14. Training
  - a. A comprehensive training program for clerical/professional employees. Is there one? Who runs it? How is it projected?
  - b. What courses are considered to make a person more "promotable/career enhancing". Is the Agency willing to pay for any of these courses?
  - c. What are the training opportunities for clericals to enter into a professional career in OIA?
  - d. Why aren't language courses available in this building? If enough interest is shown, could one be arranged?
  - e. Familiarization trips. Trips seem to be used more as a reward than looked at for their merits (i.e., some people have not been allowed to visit the same area twice even though it was for two distinct purpose). Is this the right criteria? Will there be changes?
  - f. When does a person become eligible for a managerial position? Who is responsible for channeling this person into a managerial role? What training is available for an individual who wishes to pursue a management career? When does he become eligible for this training?
15. Orientation. The intial orientation into OIA did not prepare new employees as adequately as it should. For example, a tour of the facilities and capabilities of the building was not received for a considerable time after EOD, an LOI was expected within 3 months of EOD -- after 6 months there still isn't one, and no mention was ever made of the NFAC Orientation Course. (Who is it for? When is it taken, etc.) Could this problem be cleared up to make it easier on new EODs?

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Next 1 Page(s) In Document Exempt

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